



Amendment Number II to the 2017-2018 HCC Bulletin

TRANSIENT SUMMER SCHOOL ADMISSION

Students who are enrolled in another institution of higher learning during a spring semester and plan to return to the same school in the fall should submit the following:

1. A current and complete application for admission.
2. An official transcript from the last regionally accredited college attended or a letter of good standing or transient letter signed by the college registrar.

TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.

B. GRADUATION HONORS

1. Valedictory and Salutatory Honors
To be eligible, a student must be receiving an AA or AAS degree, must participate in the May graduation ceremony, and must have at least a 3.0 overall grade point average. The student(s) with the highest GPA (excluding developmental courses and MAT 1233) will be recognized as Valedictorian, while the student(s) with the next highest GPA will be the Salutatorian. To be eligible for Valedictory or Salutatory honors, a student must have completed at least two semesters at Holmes Community College on a full-time basis.
2. Honors and highest honors:
Graduating students may be eligible to receive special recognition based on their overall quality point averages. These honors will be:
 - a. Highest honors - for those students GPA's of 3.7 to 4.0
 - b. Honors - for those students with GPA's of 3.4 to 3.69

Requirements for ACT Scholarships

1. Students must meet all admission requirements.
2. Students must qualify for in-state tuition.
3. Students must complete the FAFSA application or the FAFSA waiver form available in the Financial Aid Office.
4. Students must have official ACT scores on file in the Office of Admissions & Records prior to the semester the award will be made.
5. The scholarship will not cover the matriculation fee or the student activities fee.
6. Students must maintain a minimum of 15 hours per semester (12 hours for approved programs) and maintain a minimum cumulative GPA of 3.0.
7. If the student withdraws or drops below the required semester hours and/or GPA requirement, the scholarship will be voided for the following semester, excluding summer terms.
8. Transfer students must have a minimum cumulative GPA of 3.0 and meet all of the other requirements for achievement scholarships.
9. The scholarship will be for a maximum of 5 semesters at Holmes.

BIO 1534 – Survey of Anatomy & Physiology.

A combined lecture and laboratory course covering essential principles of human anatomy and physiology are presented, including basic chemistry, cell and tissue studies, and an overview of all the body systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

BAD 2323 – Business Statistics. (Prerequisite: MAT 1313 or appropriate placement score for MAT 1613).

Introduction to statistical methods of collecting, presenting, analyzing, and interpreting data for business management and control. Topics include: central tendency and dispersion; probability; discrete and continuous distributions; estimation and hypothesis testing. Three lectures. Three hours credit.

BAD 2853 – Business Ethics.

An exploration of the ethical problems faced in business theory and practice through which the student will recognize and analyze ethical dilemmas and implement ethical decisions within the context of today's business environment. Three lectures. Three credit hours.

BOA 1413 – Keyboarding.

This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. Three lectures. Three hours credit.

CHE 2424 – Organic Chemistry I (Prerequisite: CHE 1223).

A combined lecture and laboratory course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, reaction mechanisms and spectroscopy. Labs associated with this course acquaint students with important manipulations and procedures, and the preparation and study of organic compounds. Three lectures. Three hours laboratory. Four hours credit.

CSC 1123 – Computer Applications I. (Prerequisite: Minimum typing skills of 20 wpm & MAT 0124 or higher or placement score for MAT 1233 or higher).

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Two lectures. Two hours laboratory. Three hours credit.

ENG 2533 – African-American Literature II (African-American Literature I is not a prerequisite for this course. Prerequisite: ENG 1113 or ACT English Sub-score of 23 or higher).

Surveys African American literature from the Harlem Renaissance to the present. Three lectures. Three hours credit.

GRA 1143 – Graphic Communication I.

Instrumental drawing, geometric construction, orthographic projection, and descriptive geometry. Includes computer aided design (CAD) in 2-dimensional and 3-dimensional construction. Two lectures. Two hours laboratory. Three hours credit.

LEA 1811 – Leadership & Organization Skills I.

A study of leadership styles and skills, roles and functions of officers of student organizations. Includes parliamentary procedure, chain of command, communication, conducting effective meetings, role of constitution/bylaws, principle of ethics, etiquette, and working with volunteers. One lecture. One hour credit.

LEA 2821 – Leadership & Organization Skills IV.

A continuation of activities and events of LEA 1811, LEA 1821, and LEA 2811, emphasizing servant leadership. One lecture. One hour credit.

MUA 1241, 1251, 2241, 2251 – Elective Guitar I, II, III, IV.

Guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to classical guitar technique, repertoire, and performance of standard literature. One hour private instruction. Three hours practice. One hour credit.

MUA 1872, 1882, 2872, 2882 – Woodwinds for Music Education Majors I, II, III, IV.

Woodwind instruction for music education majors and advanced non- music majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. One hour private instruction. Six hours practice. Two hours credit.

MUS 2443 – Audio Engineering I.

Practical techniques and application of session procedures and recording. Includes vocal and instrument characteristics, microphone placement, track assignment, mixing, and console and recorder operation in a native or proprietary DAW environment. Three lectures. Three hours credit.

MUS 2453 – Audio Engineering II (Prerequisite: MUS 2443).

Practical techniques in session procedures and recording. Topics include recording and mixing theory and techniques, critical listening, signal routing and processing, and basic project mastering techniques. Three lectures. Three hours credit.

MUO 1111, 1121, 2111, 2121 – Band I, II, III, IV.

Designed to teach the principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance technique. Four practice sessions. One hour credit.

**ADDENDUM A:
Information Technology Use Policy**

General

Holmes Community College is dedicated to providing the best possible services to its employees and students and is committed to ensuring that the information system resources are used appropriately for the purposes they are intended. This policy governs the use of all computers, computer-based communications, networks, and all related equipment (including Career/Technical equipment) administered by Holmes Community College, referred to hereafter as HCC. This policy is designed to help you understand the expectations for the use of the resources provided. Restrictions placed on use are to protect the resources and integrity of the network and to comply with all local, state, and federal laws and regulations. By using these facilities and equipment the user acknowledges consent to abide by this policy.

Authorized Users

An authorized user is defined as any employee, student, or guest that has completed the Information Technology Use Agreement Form and/or has been approved by the Information Technology Department, referred to hereafter as IT. For students, the agreement form is part of the enrollment application.

Appropriate and Acceptable Use

The computer facilities, equipment, and software of HCC are to be used only by authorized users. Appropriate use is defined as official business conducted by authorized users. However, occasional or incidental use by authorized users for personal, non-business purposes is acceptable provided that all use is compliant with this policy. Users need to demonstrate a sense of responsibility and may not abuse the privilege. The user should be aware that any communications, files or use of HCC information systems resources are not to be considered private or confidential, regardless of passwords and deletions, and may be monitored, searched and/or archived at any time. HCC reserves the right to prohibit access to certain sites, material and programs.

The following are some guidelines for appropriate and acceptable use:

- Be polite. Do not be abusive in your communications or emails to others.
- Use appropriate language. Do not use obscene language, vulgarities, sexually suggestive or any language that may be derogatory toward race, religion, ethnicity, or gender.
- Communications should be in a professional manner and not reflect negatively upon HCC.
- Alternate means of delivery should be considered when sending large attachments especially to multiple recipients.
- Users are responsible for the physical condition of the equipment that they are operating. User shall not break, disassemble or otherwise cause damage to any computer or computer related equipment.
- Sharing of resources or access to resources between students, faculty and staff must be approved by IT.
- If you learn of a virus alert or security threat, report it only to IT for evaluation immediately. Do NOT take any other action.

The following are expressly prohibited:

- Violating any local, state or federal laws and regulations while using HCC facilities and equipment.
- Viewing, storing or distributing obscene, pornographic or objectionable material.
- Participating in gambling.
- Downloading or distributing or attempting to download or distribute pirated software or data.
- Deliberately propagating any virus, worm, Trojan horse, or trap-door program code.
- Disabling or overloading or attempting to disable or overload any system or network.
- Attempting to hide your identity or represent yourself as someone else when sending email or any other type of communication.
- Intentionally causing network congestion¹ or significantly hampering the ability of other users to access resources.
- Disclosing any confidential or HCC information unless granted by HCC.
- Violating copyright laws to include copy, retrieve, modify, or forward copyright materials except as permitted by the copyright owner.
- Using HCC information systems resources for soliciting, personal financial gain, partisan political activities or distributing “junk” email such as chain letters or spam.
- Engaging in any activity that may disrupt the use of resources for other users.
- Using programs that are detrimental to the performance, stability, and security of the network. Mass file searching, computer acceleration, and peer to peer file sharing have been banned.
- Installing servers, workstations, or notebook computers onto the network for any intention. Installations must be approved by IT prior to installation to insure the security and integrity of the network.

Software

Software programs, including but not limited to, Internet downloaded programs, utilities, add-ins, shareware, freeware, Internet access software, patches, or upgrades, shall not be installed, removed or altered on any desktop, laptop, or server by anyone other than a representative of IT without prior approval from IT. Software owned or licensed by HCC may not be copied to alternate media (except for backup purposes), distributed by email, transmitted electronically, or used in its original form on other than the equipment it was licensed for. In no case is the license agreement or copyright to be violated. Software licensed to HCC is to be used for its intended purpose according to the license agreement.

Hardware

Modifications or additions are not allowed without prior approval from IT. Do not relocate hardware unless it is approved by the person responsible and a transfer form has been completed and delivered to Purchasing.

Security

Important and sensitive data is processed and stored on HCC computer systems. Local area networks (LAN), wide area networks (WAN), and the Internet increase the risk that data can be inappropriately accessed and used. Usernames and passwords are for the use of the specifically assigned user and are to be protected from abuse and/or use by other individuals. HCC has implemented several security measures to assure the safety and integrity of the network and data. Anyone who attempts to disable, defeat or circumvent any security measure will be subject to disciplinary action. Do NOT give your password to anyone other than IT.

- Do NOT give your password to anyone other than IT.
- Do NOT post your password in a readily accessible area.
- Do NOT leave your computer logged on while not in use.
- Do NOT use someone else's account.
- Do NOT let someone use a computer while logged on with your account.
- Do NOT allow someone to connect a computer to the HCC network without approval from IT.
- Do NOT attempt to hack/crack² passwords
- Do NOT attempt to hack/crack into any systems.
- Do NOT engage in any activity³ which may compromise the security of HCC electronic data, computer systems, internal networks, or external networks.
- Do NOT install any wireless devices without authorization from IT. This includes, but is not limited to, routers, hubs, or modems.
- Do NOT create additional domains or workgroups.
- Do NOT connect any hardware to the HCC network without prior approval from IT.

Data Backups

Even though IT maintains regular backups, it is the sole responsibility of each user to backup data that is important to them. Space has been reserved on selected servers for each employee to store important business related material. Do not store non-business related material in this space. Some classes provide network storage for students. This space is reserved for classroom material only. IT performs a daily backup of all network data files and system files. A complete backup is stored offsite monthly in the event of theft, fire, or other major disaster. This backup does not include data on each workstation.

Reliability

HCC/IT makes no warranties of any kind, whether expressed or implied, for the services that it is providing. HCC/IT will not be responsible for any damages you suffer. This includes, but not limited to, loss of data resulting from hardware failure, delays, non-deliveries, incorrect deliveries, or service interruptions.

Violations

All users are required to report any violations of this policy immediately to IT.

The Copyright Act of 1976 (amended in 1984) imposes fines up to \$250,000 and up to two years imprisonment for first offenders who have willfully infringed a software copyright. The aim is to deter and punish software criminals. The law also applies to individuals and businesses that misuse copyrighted software. All copyright violations at HCC should be reported to IT so appropriate action can be taken to ensure HCC is operating within the scope of the law.

Any user who violates this policy is subject to disciplinary action which may include paying for damages, fines, denial of access to technology resources or other remedies applicable under local, state or federal laws or regulations. Faculty and Staff may also be subject to probation, suspension, or termination. Students may also be subject to suspension, expulsion, and /or other remedies as outlined in school and district policies. Furthermore, in the event of any illegal activity, the user may also be reported to the appropriate law enforcement authority which may result in criminal or civil prosecution. HCC will fully cooperate with law enforcement during an investigation.

Revisions

This policy is subject to revision at any time. It is the user's responsibility to conform to the current policy. The current policy and all revisions will be published in the College Bulletin and the Policy and Procedures Guide.

¹Network Congestion – An excessive amount of traffic on the network, to the point where messages or other electronic communications are slow or blocked causing network performance to be adversely affected.

²Hack/Crack – To gain entry to a system to explore, destroy, alter and/or move data or resources in such a way that could cause injury or expense to others, or lead to the gathering of sensitive information.

³Security compromising activity – To freely give to unauthorized personnel ones user ID/passwords, internal IP numbers, and/or computer or server names or install unauthorized software are a few examples.

I certify the above amendment is true and correct in content and in policy.



Dr. Fran Cox, Vice President for Academic Programs

July 14, 2017